



Job Announcement

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RE-POST CHANGE IN QUALIFICATIONS

Opening Date:	June 27, 2008	Closing Date:	Open until filled
Job Title:	Court Interpreter Program Specialist	Position Type:	Regular Full Time
PIN:	085642	FLSA Status:	Exempt
Location:	Administrative Office of the Courts Program Services Annapolis, Maryland	Grade/Salary Range:	J15 \$50,142 - \$80,064 (Salary effective July 1, 2008) (Depending on Qualifications)
Financial Disclosure:	Yes		

Regular State employees subject to promotion/demotion policy

Essential Functions: The Program Specialist will assist with the continued development and overall coordination of the Judiciary's interpreter program. Major responsibilities will include active recruitment of interpreters; (especially languages other than Spanish); the creation and delivery of a training curriculum for skills building; developing and conducting orientation programs; monitoring and analyzing interpreter use throughout the State; investigating and providing advice on potential interpreter misconduct; and assisting in the development and implementation of statewide guidelines. Statewide travel is required for the purpose of conducting site visits.

Education: Bachelor's Degree from an accredited college or university.

Experience: Three years of experience providing court interpreting services.

Note: Master's Degree in Court Interpreting may be substituted for 2 years of the required experience.

Required Certifications: State of Maryland or Federal Certification as a Court interpreter. Equivalent state certification is accepted.

Skills/Abilities: Knowledge of the issues and concerns in the use of court interpreters. Ability to communicate effectively with a variety of individuals and groups with various education, ethnic and language backgrounds. Ability to plan, coordinate and administer various projects simultaneously. Knowledge of Windows and Windows based programs, to include Access. Ability to evaluate the quality of interpreters in the courtroom. Must be able to travel statewide. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title, PIN number and location. Materials must be received at the address below by 5:00 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for materials sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov (Zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.